

United States Army Alaska Regulation 215-1
Change 1

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 215-1
Change 1

15 December 1996

Nonappropriated Funds and Related Activities

Installation Morale, Welfare, and Recreation Fund Unit Funds

Summary. Minor changes have been made to paragraphs 6b(1) and 8d. The changes concern the references to Army Regulation (AR) 215-1.

Suggested improvements. The proponent agency of this regulation is the Directorate of Community Activities. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPA-C.

1. USARAK Regulation 215-1, 15 May 1996, is changed as follows:

Page 3. Change paragraph 6b(1) to read as follows:

(1) For a private organization's or association's benefit, or for an individual's sole benefit, except contest prizes for military personnel as authorized in AR 215-1, paragraph 4-6.

Page 3. Change paragraph 8d to read as follows:

d. The monies cannot be used to purchase military uniform items (per AR 215-1, para 4-7).

FOR THE COMMANDER:

OFFICIAL:

CHARLES R. DEWITT
COL, AD
Chief of Staff

//Original Signed//
FREDRICK J. LEHMAN
LTC, SC
Director of Information Management

USARAK Regulation 215-1
Change 1

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**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000**

United States Army Alaska Regulation 215-1

15 May 1996

Nonappropriated Funds and Related Activities

Installation Morale, Welfare, and Recreation Fund Unit Funds

Summary. This regulation concerning installation morale, welfare, and recreation fund unit funds has been revised. This regulation provides guidance concerning unit fund activity policies, procedures, and responsibilities. This regulation was revised to reflect the change to United States Army Alaska (USARAK).

Applicability. This regulation applies to any unit fund activity supported by the USARAK Installation Morale, Welfare, and Recreation Fund (IMWRF).

Impact on New Manning System. This regulation does not contain information that effects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Personnel and Community Activities, APVR-RPA-C.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the director of information management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Directorate of Personnel and Community Activities. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPA-C.

1. Purpose

This regulation establishes local policies, prescribes procedures, and assigns responsibilities to govern unit fund activity operation within the IMWRF.

2. References

a. Required publications.

(1) Army Regulation (AR) 215-1 (Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities). Cited in paragraphs 6b(1) and 8d.

(2) AR 215-4 (Nonappropriated Fund Contracting). Cited in paragraph 7a.

(3) AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)). Cited in paragraph 10.

b. Referenced forms.

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.

USARAK Regulation 215-1

(2) DA Form 4065-R (Army NAF Purchase Request). Cited in paragraphs 7a and 10a.

(3) DA Form 4066-R (Purchase Record—Invoice—Voucher (Nonappropriated Funds)). Cited in paragraph 10a.

(4) DA Form 4067-R (Order for Supplies or Services/Request for Quotations (NAF)). Cited in paragraph 10a.

(5) DA Form 4069-R (Solicitation, Offer, and Award (Nonappropriated Funds)). Cited in paragraph 10a.

3. Explanation of abbreviations

- a. AR..... Army Regulation
- b. DA..... Department of the Army
- c. IMWRF..... Installation Morale, Welfare, and Recreation Fund
- d. NAF..... Nonappropriated Fund
- e. MARKS..... Modern Army Recordkeeping System
- f. para..... paragraph
- g. USARAK..... United States Army Alaska

4. General

a. Table of organization and equipment or table of distribution and allowances commanders may establish separate or consolidated unit funds.

b. Organize unit funds as an activity under the IMWRF's custodianship.

c. The unit commander is responsible and accountable for all nonappropriated funds (NAF) and property receipted from the IMWRF manager.

5. Funding sources

a. Appropriated funds, when available, may be used for dayroom furniture and accessories authorized under a common table of allowance, a table of organization and equipment, or a table of distributions and allowances. This includes magazine subscriptions and recreation equipment.

b. Each quarter the IMWRF manager distributes NAF dividends to each unit fund through the Unit Fund Statement. Dividends are based on Standard Installation/Division Personnel System strength accounting and computed at \$1.45 a soldier per month for isolated units, \$0.30 a soldier per month for the confinement facility, and \$0.25 a soldier per month for all other units. All Fort Greely units receive the isolated unit dividend rate. Dividends normally are not be distributed to unit fund activities with a net worth exceeding the value of 6 months' accrued dividends. Requests for exception are considered in advance on a case-by-case basis.

c. In addition to NAF fund dividends, the IMWRF council may prescribe a procedure for allocating grants to units on either an individual or on a common basis. Currently, the IMWRF council allocates one grant per year to each unit, as of 1 October. This grant is determined by the following formula: average monthly unit strength during the preceding fiscal year, multiplied by a variable grant rate, as follows:

United States Army Alaska Regulation 215-1

Unit Strength	Grant Rate
1 to 25 soldiers	\$2.00 per soldier
26 to 50 soldiers	\$1.40 per soldier or \$50.00 (whichever is greater)
51 to 100 soldiers	\$0.80 per soldier or \$70.00 (whichever is greater)
101 soldiers and over	\$0.40 per soldier or \$80.00 (whichever is greater)

6. Authorized expenditures

a. IMWRF unit funds may be used to purchase morale, recreation, and welfare articles and services benefiting assigned soldiers, provided that appropriated funds are not authorized or available.

b. IMWRF unit funds shall not be expended—

(1) For a private organization's or association's benefit, or for an individual's sole benefit, except contest prizes for military personnel as authorized in AR 215-1, paragraph 3-14.

(2) For programs and activities that have no connection or relationship to unit morale, recreation, or welfare. This includes training material development or improvement and mementos for presentation to visitors.

(3) To duplicate or augment awards financed through appropriated funds.

(4) For individual membership fees in fraternal, professional, or commercial societies, associations, or organizations.

7. Purchase procedures

a. Prepare DA Form 4065-R (Army NAF Purchase Request) in duplicate and forward it to the IMWRF manager. This procurement is per AR 215-4.

b. Unit commanders will not allow any member of their units to contact vendors without complying with paragraph a. Under no circumstances is any unit member authorized to obligate funds without complying with those provisions.

8. Fund raising events

Units may sponsor fund raising events, such as car washes, sidewalk sales, flea markets, etc., to make money for unit needs, with the following provisions:

a. Participation in such events must be voluntary.

b. The funds generated from such events must be deposited in the IMWRF and be recorded to that unit's fund account.

c. Monies raised in such events must be used to purchase articles and services benefiting the entire unit.

d. The monies cannot be used to purchase military uniform items (per AR 215-1, para 3-15g).

9. Property accountability

a. All supplies and equipment purchased by unit fund activities with IMWRF remain IMWRF's property.

USARAK Regulation 215-1

b. With the exception of food and beverage supplies, the IMWRF property officer issues all supplies and equipment to the unit commander on a computer hand receipt listing.

c. The IMWRF property officer classifies property as expendable, nonexpendable, or a fixed asset; affixes identifying markings; and annotates the hand receipt accordingly.

d. The unit commander performs inventories as follows:

(1) Inventory fixed assets annually at the IMWRF property officer's or his/her designated representative's direction, and update the hand receipt.

(2) Inventory all hand receipt property jointly upon unit commander change and update the hand receipt with the IMWRF property officer.

e. Deliver IMWRF property that becomes excess to unit needs or economically unrepairable to the IMWRF property officer for further disposition.

f. Report property losses or damages, other than normal wear and tear, to the IMWRF property officer within 24 hours. The unit commander will conduct a preliminary investigation and submit a report to the IMWRF property officer within 72 hours. The written report shall cover the loss or damage date, the value and description of property, the security measures in force at time of loss or damage, and any other known circumstances related to the loss or damage.

10. Maintenance of records and files

Per AR 25-400-2, each unit is required to maintain the unit fund documents listed below.

a. Copies of purchase requests, orders, and contracts (DA Form 4065-R, DA Form 4066-R (Purchase Record—Invoice—Voucher (Nonappropriated Funds)), DA Form 4067-R (Order for Supplies or Services/Request for Quotations (NAF)), and DA Form 4069-R (Solicitation, Offer, and Award (Nonappropriated Funds)) received from the IMWRF office.

b. Copies of current NAF property hand receipts.

11. Audits and inspections

Unit fund activities, as elements of USARAK, are subject to inspector general inspections and internal review audits for compliance with this regulation's provisions.

FOR THE COMMANDER:

OFFICIAL:

WALLACE E. MATTESON
COL, IN
Chief of Staff

FREDRICK J. LEHMAN
LTC, SC
Director of Information Management

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